

**Central Connecticut State University
Department of History**

BYLAWS OF THE DEPARTMENT

Revised by the Department, December 2005

Approved by the Dean, February 2006

Revised December 2012

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Revised March 2018

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I. Preamble

The day-to-day operations of the CCSU Department of History shall be governed by the following bylaws. In addition, the chairperson, the assistant chairperson (if any), and members of the department shall adhere to the following:

- A. The Collective Bargaining Agreement between the Connecticut State University American Association of University Professors and the Board of Regents, most recent edition (the “CSU-AAUP/BOR Collective Bargaining Agreement”).
- B. Nothing in these bylaws should be construed as conflicting with any of the above, which shall take precedence in all cases.

II. Composition

The Department of History shall be composed of a chairperson; an assistant chairperson, if the chairperson should so desire; such full-time and part-time faculty as may be authorized by the administration; a departmental secretary or administrative assistant; (if budgets permit), graduate assistants and student helpers.

III. Officers

A. Chairperson

The chairperson shall be elected by the full-time faculty members and the part-time representatives of the department. The chairperson shall serve a three-year term, after which she or he may choose to run for subsequent terms. Elections for chairperson shall normally be held in April of the second year of the chairperson's term.

B. Assistant Chairperson

If the chairperson should so desire, he or she may appoint an assistant chairperson from the full-time faculty.

C. Secretary

The Nominating Committee shall nominate a full-time faculty member as secretary. The secretary will record the minutes of department meetings and prepare ballots when necessary. The secretary will circulate copies of those minutes to the chairperson, all full-time and part-time faculty members, the department secretary or administrative assistant, and the College of the Liberal Arts and Social Sciences.

IV. Responsibilities of the Chairperson and Assistant Chairperson

The chairperson shall primarily be responsible for the following duties:

- A. Presiding over department meetings.
- B. Routine administration of the department and supervision of departmental secretary or administrative assistant, graduate assistants, and student helpers.
- C. Preparation of reports and correspondence as required.
- D. Maintenance of departmental files, records, and publications.
- E. Expenditure of funds allocated by the department, in consultation with faculty members. The chairperson will respond in an equitable fashion to all requests for travel funds, the purchase of equipment and supplies, and will report regularly on budgets to the faculty.
- F. Scheduling of courses.
- G. Appointment of search committees to fill tenure-track positions.
- H. The initial hiring of emergency full-time and all adjunct faculty. The chairperson may consult with the assistant chairperson and/or other faculty regarding the hiring of adjunct faculty.
- I. Leadership in such areas as curriculum development, recruitment of students, faculty development, grant-writing, and community outreach.
- J. Maintaining the department's profile on social media and managing other external communications.

V. Committee Structure

The department chairperson shall be an ex officio member of every committee, with voting rights, except where contractually barred.

A. Standing Committees

The department shall maintain the following standing committees, membership on which is open to all full-time faculty members, except for the Department Evaluation Committee and Sabbatical Leave Committee, which are restricted to tenured faculty members. All committee terms are three years unless otherwise noted. Committees shall, when they transact business, present reports at the next regularly scheduled department meeting. Notwithstanding, the Departmental Evaluation Committee (except when reporting on questions of emeritus status) and Sabbatical Leave Committee shall report only to the chairperson.

1. COMMITTEE ON PLANNING AND PERSONNEL

- a. Membership: at least three members including one full-time faculty member in United States history, one full-time faculty member in European history, and one who represents a non-Western area of the world.
- b. Functions: to recommend hiring priorities for tenure-track positions to the department; and evaluate department bylaws and recommend changes as needed.

2. DEPARTMENT EVALUATION COMMITTEE

- a. Membership: This committee shall be composed of six tenured members of the department who shall serve for three-year terms on a staggered, rotating basis. Thus, the DEC will have a total of seven members. If any member designated to serve on the DEC shall be eligible for renewal, tenure, promotion or professional assessment, that member must recuse himself or herself from the evaluation process of renewal, promotion or professional assessment files respectively, as per the CSU-AAUP/BOR Collective Bargaining Agreement. If any member or members should be unable to serve for reason of illness or other incapacitation, an alternate or alternates shall be elected by the department to serve. Members on sabbatical in a given year are not on the DEC, as they cannot participate in all aspects of the DEC's work.
- b. Role of the DEC chairperson: The DEC chairperson shall keep a list of faculty who have served on the DEC and shall keep records for the rotation of the membership. At the March department meeting, the DEC chairperson will

report to the department who the upcoming members of the DEC are and will announce who the DEC chairperson is for the upcoming year. The DEC chairperson shall assign a member to conduct a teaching evaluation of the candidate for renewal, tenure, promotion and 6-th year review and write an evaluation of his/her teaching for the DEC. All seven members make the decisions with respect to renewal tenure, promotion and sixth year review and will jointly compose and sign the letter. If there are dissenters, those members can write a minority report. The DEC chairperson will convene a meeting of all members of the DEC to meet with candidates prior to finalizing the evaluation letter, in accordance with the timetables set in the CSU-AAUP/BOR Collective Bargaining Agreement.

c. Functions:

- (1) To make recommendations, through the chairperson, concerning renewal of appointment, tenure, promotion, and professional assessment of full-time faculty members. The committee shall be guided by the appropriate provisions of CSU-AAUP/BOR Collective Bargaining Agreement and by the procedures established by the Faculty Senate in accordance with these provisions. For full-time faculty the committee shall also:
 - (a) Determine methods of peer and student opinion surveys. All faculty are required to conduct student opinion surveys in their undergraduate and graduate courses using the questionnaire approved by the department. These opinion surveys shall be reviewed by the chairperson each term and submitted to the appropriate office for tabulation. Once the tabulation process is complete, the course opinion surveys shall be returned to the faculty members. An anonymous summary of department-wide data shall be provided to department members when possible.
 - (b) Conduct observations of classroom teaching, which is normally part of pre-tenure evaluation. Any observation of classroom teaching of full-time faculty members by the DEC shall be conducted under the following procedures:
 - (1) Under normal evaluation procedures for reappointment, tenure and promotion, only members of the DEC may observe classroom teaching.
 - (2) The faculty member whose class is being observed shall be given at least one week's notice of the observation.
 - (3) The results of any observation shall be made available to the member in writing within 10 days of the observation.

- (4) If the member wishes a second observation by another member of the DEC, the member may choose the observer.
 - (5) The faculty member whose class is being observed shall be given at least one week's notice of the observation.
 - (6) The results of any observation shall be made available to the member in writing within 10 days of the observation.
 - (7) If the member wishes a second observation by another member of the DEC, the member may choose the observer.
- (2) To make recommendations to the chairperson about the renewal of part-time faculty. In order to make recommendations, the committee shall adhere to the following guidelines for evaluating part-time/adjunct faculty:
- (a) New part-time faculty members shall be reviewed during their first semester if possible, and by the end of their first year at the latest.
 - (b) In consultation with the DEC, the chairperson will schedule a full-time faculty member to perform a classroom observation of each part-time member under review. The part-time faculty member whose class is being observed shall be given at least one week's notice. The classroom observation shall occur at a time to which both agree. Following the classroom observation, the full-time member shall provide the DEC with a written performance evaluation of the part-time member, including the appropriate departmental rubric, within ten days of the observation. The review may take into account course syllabi, student evaluations and other documented sources that address teaching effectiveness, provided that these sources are available to the part-time member for review.
 - (c) The DEC must provide the part-time member with a copy of the written evaluation for his or her signature. The part-time member's signature signifies receipt of the evaluation, not agreement with its contents. Adjuncts will be invited to review their evaluations and discuss them with the chairperson of the department, the chairperson of the DEC, or the DEC as a whole.
 - (d) If the part-time member objects to the contents of the evaluation, he or she may request within three weeks, in writing, that a second observation be performed by a different full-time member. This second observation will be performed as soon as possible. The part-time member may append a written rebuttal to this evaluation within three weeks.
 - (e) If the written evaluation of the part-time member's teaching is satisfactory, a second evaluation will be conducted two years later (i.e. the

adjunct's third year); if that evaluation is satisfactory, evaluations will be conducted every five years thereafter.

(f) If the written evaluation is unsatisfactory, the department chairperson will meet with the part-time faculty member to discuss its contents and to suggest possible remedies. The part-time member may append a written rebuttal to this evaluation within three weeks. Any part-time faculty member who receives an unsatisfactory evaluation must be evaluated in the following semester.

(g) Additional guidelines for classroom evaluations: For the purposes of peer evaluation in the classroom, faculty assigned to perform evaluations shall comment upon the following areas: i) content (e.g., mastery of subject, use of appropriate materials); ii) method (clarity of presentation, organization), iii) rapport (e.g., ability to engage and interact with students) and iv) syllabus.

(3) To recommend conferral of emeritus status upon a retiring full-time member

3. COMMITTEE ON SABBATICAL LEAVES

- a. Membership: two tenured faculty members, who are not themselves requesting sabbatical leaves.
- b. Functions: to evaluate sabbatical leave applications in accordance with University guidelines.

4. SOCIAL STUDIES COMMITTEE

- a. Membership: the Social Studies coordinator, the committee chairperson, and at least two other full-time members. The Social Studies coordinator may appoint additional members from other social studies departments to assist the committee. The department chairperson may invite part-time faculty who are willing to serve on this committee as needed.
- b. Functions: to make recommendations regarding the acceptance, deferral, or rejection of student teacher candidates in the secondary education program; to recommend revisions to student teacher application procedures and/or the social studies education curriculum; to organize the collection and reporting of data for assessment and/or accreditation purposes; and to participate on relevant University committees that support and coordinate social studies education and teacher preparation programs; and to advise current and prospective students on History/Social Studies BSED, post-bac, and MAT programs. These duties will be distributed by the committee chair in

coordination with the Social Studies coordinator and the other members of the committee.

5. NOMINATING COMMITTEE

- a. Membership: three full-time faculty members.
- b. Functions: to submit a slate for departmental and university offices to the department at its April meeting, and to make recommendations for any offices that become vacant between the April elections. Committee members elected during the April meeting shall assume their duties at the beginning of the following academic year.

6. ASSESSMENT COMMITTEE

- a. Membership: At least two full-time faculty members, plus the committee chairperson. The Social Studies coordinator shall serve ex officio when the department prepares NCATE reports or rejoinders. The chairperson may invite part-time faculty to this committee as needed.
- b. Function and Responsibilities: To prepare reports, rejoinders, and any other documentation required for annual reporting or accreditation processes; design and conduct assessments for the department; design assessment protocols subject to department approval; and perform and evaluate assessments.

7. AD HOC SEARCH COMMITTEES

- a. Appointed by the departmental chairperson as needed for each position authorized.
- b. Membership: at least three full-time tenured members of the department, one of whom shall be designated chairperson of the committee by the departmental chairperson.
- c. Functions and Responsibilities: to advertise, recruit applications, and conduct preliminary interviews at conventions and/or via telephone for all authorized departmental faculty positions according to University and AHA hiring guidelines, and then to arrange campus visits, and finally to secure the whole department's advice for guidance to ultimately recommend a finalist or finalists to the Dean of the College of the Liberal Arts and Social Sciences for hiring.

8. PUBLIC HISTORY ADVISORY COMMITTEE

- a. Membership: at least three full-time faculty members. Must include the department's Public History coordinator.
- b. Functions and Responsibilities: to oversee the maintenance and growth of the public history program

9. TEACHING EVALUATION COMMITTEE

- a. Membership: one full-time tenured department member.
- b. Functions and Responsibilities: to arrange the evaluation of all full-time and part-time faculty members' teaching.

10. SOCIAL COMMITTEE

- a. Membership: one full-time department member.
- b. Functions and Responsibilities: to collect money from department members; to use that money to send cards of condolence or congratulation and to organize departmental parties (welcome back social, holiday party); to keep an accurate accounting of that money.

11. RESEARCH AND TEACHING SEMINAR

- a. Membership: one full-time member
- b. Functions and Responsibilities: to arrange and host presentations on either current faculty members' scholarly research or pedagogical issues. The meeting should take place once a semester.

12. PHI ALPHA THETA/HISTORY CLUB

- a. Membership: two full-time members.
- b. Functions and Responsibilities: to organize the induction ceremony for the history honors society known as Phi Alpha Theta, and to advise the History Club.

13. LIBRARY LIAISON

- a. Membership: one full-time member.

b. Functions and Responsibilities: to order library books for the department and to serve as a liaison between the department and the library.

14. SCHOLARSHIP COMMITTEE

a. Membership: two full-time members.

b. Functions and Responsibilities: to oversee the granting of departmental scholarships to undergraduates and graduate students. Decisions for graduate scholarships should be made by late March, and decisions for undergraduate scholarships should be made by the middle of April.

15. AAUP LIAISON

a. Membership: one full-time member.

b. Functions and Responsibilities: to attend monthly AAUP Liaison meetings and to report to the department about the issues discussed at the monthly AAUP Liaison meeting.

16. GRADUATE PROGRAM COORDINATORS

a. Membership: The department's Public History coordinator and M.A. coordinator(s).

b. Functions: to aid the chairperson with review of applications to the graduate programs, to consider issues relevant to the graduate program as a whole, and to recommend the approval, revision, and deletion of courses at the 500-level.

17. AD HOC COMMITTEES

From time to time Ad Hoc committees may be appointed by the chairperson or by resolution of the department as needed.

VI. Meetings

The department will hold a minimum of one meeting of the full-time faculty and the part-time representatives per month during each academic year. Meetings shall be held at noon on the first Wednesday of each month between September and May inclusively excepting January. The Committee on Assignment and Scheduling of Courses shall not schedule any full-time faculty member to teach between noon and 1:00 p.m. on Wednesdays.

The chairperson may call additional meetings of the department if needed. In addition, four tenured or tenure-track members of the department may request that the chairperson call additional meetings of the department. Within one week of the receipt of such a request, the department chairperson shall schedule a meeting. All faculty members will be provided with at least one week's notice of such meetings.

An agenda will be distributed prior to any scheduled meeting and any full-time member of the department may request that an item be placed on the agenda.

The part-time faculty will elect each year two representatives who shall be voting members at department meetings.

The voting members of the department shall include all full-time faculty plus the part-time representatives. A quorum at department meetings shall consist of a majority of the voting members, not including full-time faculty members on leave.

The chairperson or other member presiding over the meeting shall not cast votes except when the department votes by secret ballot.

VII. Parliamentary Authority

Departmental meetings shall be conducted in accordance with the above bylaws and, unless otherwise specified, in accordance with Robert's Rule of Order Newly Revised. One member of the full-time faculty will be selected by the chairperson to serve as Parliamentarian. The parliamentarian advises the chairperson regarding procedure, but does not make rulings. The recommendations of the parliamentarian may not be overruled by the members of the department, but may be set aside by the chairperson. The parliamentarian may vote in department meetings.

VIII. Amendment of Bylaws

- A. Changes in the bylaws must first be referred to the Planning and Personnel Committee, which shall prepare a report for departmental consideration. Individual members of the department may make suggested changes in the bylaws to the Planning and Personnel Committee. The Planning and Personnel report shall be distributed to all members of the department and a department meeting announced no less than seven calendar days in advance.
- B. The department bylaws shall be reviewed by the Planning and Personnel Committee whenever a new CSU-AAUP/BOR Collective Bargaining Agreement has been accepted.

IX. University Committees

Every two years the Department will elect representatives to the Faculty Senate, the Curriculum Committee (if the assistant chairperson does not assume that role), and the Graduate Studies Committee. Any elected representative may be recalled by a majority vote of all voting members.

X. Allocation of Funds

A. Each full-time faculty member of the department shall be entitled to an equitable share of travel funds and money for the purchase of library books and other instructional material.

B. In the event that a faculty member chooses not to use his or her entitlement, the chair shall consult with the Dean of the College of the Liberal Arts and Social Sciences on how to expend the unused funds. Faculty members must inform the department chairperson of travel plans in a timely fashion.

XI. Priority for Summer/Winter Session Teaching Assignments

Every full-time member shall be granted an opportunity to offer at least one course per year in either winter or summer session. All courses shall be assigned equitably and according to departmental seniority.

XII. Advising

All full-time members of the department are expected to advise students. The chairperson will assure that all students needing an academic advisor will be assigned one from the full-time faculty on an equitable basis.